

4 May 1956

MEMORANDUM FOR: Mr. D. J. Ciaton, Department of State
Col. C. S. Lendar, Department of the Army
Capt. R. E. Styles, Department of the Navy
Col. J. J. Hausman, Department of the Air Force

FROM: Chairman, NIS Committee

SUBJECT: Planning Conferences, Chapter I

1. Experience in processing Chapters I indicates the desirability of joint planning by contributors and the Chapter I Task Group prior to undertaking the preparation of the contributions.

2. Major objectives of this prior planning include the following:

- a. Elimination of deficiencies which have been editorially noted as recurring.
- b. Substantive coordination among sections.
- c. Improvement of graphic aids to the text.
- d. Assistance to contributors in considering balance and emphasis for each area.

3. An average period of two months is assumed to elapse between the date of beginning work on a section and the date the section is due in OBI. On this assumption, the planning conference for each Chapter I will be held approximately nine weeks prior to the scheduled submission date. The first such conference will be held regarding NIS 36 (Pakistan) Chapter I, at Harriet Lane Hall at 1000 hours on 25 June 1956.

DOCUMENT NO. _____

NO CHANGES

X REVISIONS

CLASS. BY _____

DATE _____

BY _____

24 NOV 1956

SUBJECT: Planning Conferences, Chapter I

4 May 1956

4. IAC Agency participation in these planning conferences is intended primarily for working personnel who draft Chapter I sections but may, at the discretion of agency coordinators, include personnel at the coordinating level. Because of the limited conference space available, persons attending should be kept to a reasonable number. At least the day before each conference, agency coordinators should notify the Chief, Chapter I Task Group, of the names of persons to attend.

25X1A9a

Distribution:

1 - each addressee

25X1A9a

Chapter IX Coordinator
Chapter VI (DeVilbiss)
e. 36 Coordinator
Chap. VII Coordinator

1 - ch/D/R